

CONFIDENTIAL  
Security Information

CIA REGULATION

Number  
Date

CIA CAREER SERVICE BOARDS

1. CIA CAREER SERVICE BOARD

A. The CIA Career Service Board is established with the following membership and functions:

- (1) Membership:
- a. Deputy Director, CIA, or alternate
  - b. Deputy Director, Plans, or alternate
  - c. Deputy Director, Administration, or alternate
  - d. Director of Training
  - e. Assistant Director, Personnel  
Secretariat (Career Development Staff:  
Personnel Office)
- (2) Functions:
- a. Develops policy governing the Career Service Program for submission to the Director of Central Intelligence and serves as his advisor on all matters concerning the Program.
  - b. Advises, and reviews the functioning of, /Office/ Career Service Boards.
  - c. Reviews the functioning of the Career Service Program including:
    - 1) Approving, on a continuing basis, selection standards employed in the training and rotation programs.
    - 2) Acting as final board of appeal and adjudication in all Career Service matters involving /Office/ Career Service Boards, Agency Offices of comparable units and individuals.
  - d. Acts as the rating board for all Assistant Directors and Deputy Assistant Directors.

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**2. /OFFICE/ CAREER SERVICE BOARDS**

**A. The Deputy Director, Plans, Deputy Director, Intelligence, and Deputy Director, Administration, shall establish such Office Career Service Boards as they require within their respective organizations. These boards shall have the following membership and functions:**

- (1) Membership:**
- a. Assistant Director or Deputy Assistant Director (or Office Head)**
  - b. Staff or Division Chiefs (as appointed by Assistant Director or Office Head)**
  - c. One officer below the level of Staff or Division Chief**
  - d. One officer from another Office (non-voting member)**

**Secretariat (as appointed by Assistant Director or Office Head)**

- (2) Functions:**
- a. Serve as advisor to the Assistant Director or Office Head and act for him on all matters pertaining to the Career Service Program.**
  - b. Approve or disapprove selection for initial participation in the Career Service Program.**
  - c. Direct within the Office, the application and functioning of the Career Service Program.**
  - d. Act as rating board for personnel up to and including staff and division chiefs. (The staff or division chief member should be rotated as appropriate when the board is rating other staff or division chiefs).**
  - e. Make available on a regular basis to CIA Career Service Board the Office Board proceedings, actions and membership list.**

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1. CIA CAREER SERVICE BOARD

A. The CIA Career Service Board is established with the following membership and functions:

- (1) Membership:
- a. Deputy Director of Central Intelligence, Chairman
  - b. Deputy Director/Plans
  - c. Deputy Director/Intelligence
  - d. Deputy Director/Administration
  - e. Assistant Director (Personnel) - Non-voting
  - f. Director of Training - Non-voting
  - g. Executive Secretary - Non-voting

Any member may designate an alternate as circumstances require.

At least three Deputy Directors shall be personally present for approval of any non-procedural CIA Career Service Board decision.

- (2) Functions:
- a. Develops policy governing the Career Service Program for submission to the DCI, and serves as his advisor on all matters concerning the Program.
  - b. Advises, and reviews the functioning of, Office Career Service Boards.
  - c. Reviews the functioning of the Career Service Program, including:
    - 1) Acting as final board of appeal and adjudication in all Career Service matters involving Office Career Service Boards, Agency Offices or comparable units, and individuals.
    - 2) Approving, on a continuing basis, selection standards employed in the training and rotation programs, and taking final action on requests for waiver of these standards.
    - 3) Allocating Rotation Loan Slots to Office Career Service Boards.

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- 4) Approving or rejecting Office Career Service Board selection and rotation recommendations.
  - 5) Making final decision on rotation appointments, quarterly.
  - 6) Levying requirements on Office Career Service Boards for rotatees to prepare them to fill key Agency positions.
- d. Appoints supporting groups or Boards for handling specialized functions, such as Hazardous Duty, Honor Awards, Selection for Service Schools, etc., as appropriate, drawing on Agency personnel as necessary.
  - e. Prepares, and submits annually to the DCI, a summary of the operation of the CIA Career Service Program.
  - f. Reviews personnel evaluation reports prepared on Assistant Directors and Deputy Assistant Directors.

2. SECRETARIAT OF THE CIA CAREER SERVICE BOARD

- A. The Secretariat of the CIA Career Service Board is established with the following membership and functions:

(1) Memberships: The Career Service Staff of the Office of Personnel will serve as Secretariat to the CIA Career Service Board, and the Chief, Career Service Staff will serve as its Executive Secretary.

(The Assistant Director (Personnel) will provide, as feasible, personnel and facilities required by the Secretariat.)

- (2) Functions:
- a. Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
  - b. Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:

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- 1) Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board.
- 2) Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.
- 3) Assisting Office Career Service Boards in formulating rotation recommendations.
- 4) Transmitting recommendations to the CIA Career Service Board for consideration, and verifying personnel data submitted with these recommendations.
- 5) Issuing circular announcements to Office Career Service Boards listing approved rotation nominations. (The list will contain full data on the individual plus the rotation appointment recommendation of the sponsoring Board.)
- 6) Coordinating with the Office of Training all training arrangements and needs respecting the CIA Career Service Program.

3. OFFICE CAREER SERVICE BOARDS

A. The Deputy Director, Plans, Deputy Director, Intelligence, and Deputy Director, Administration, shall establish such Office Career Service Boards as they require within their respective organizations. These Boards shall have the following membership and functions:

- (1) Membership: a. Assistant Director or Deputy Assistant Director (or Office Head)  
b. Two or more Staff or Division Chiefs, or comparable high-level officials (as appointed by Assistant Director or Office Head)  
Secretariat - Non-voting (as appointed by Assistant Director or Office Head) to perform staff support for the Board.
- (2) Functions: a. Serves as advisor to the Assistant Director or Office Head, and acts for him on all matters pertaining to the Career Service Program.

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- b. Selects or rejects applicants for initial participation in the Development Program and forwards to CIA Career Service Board for review.
- c. Directs within the Office the application and functioning of the Career Service Program, including but not limited to:
  - 1) Executing relevant decisions of the CIA Career Service Board.
  - 2) Sponsoring, developing, and executing an intra-Office rotation system, and reporting on it periodically to the CIA Career Service Board via its Secretariat.
  - 3) Participating in the development and execution of approved extra-Office rotation systems.
  - 4) Submitting rotation recommendations to the Secretariat of the CIA Career Service Board for extra-Office appointment.
  - 5) Reviewing circular announcement of rotation recommendations and negotiating with other Office Career Service Boards to effect agreement on rotation appointments.
  - 6) Reporting concurrence or rejection of rotation appointments to the Secretariat of the CIA Career Service Board.
  - 7) Interviewing, if necessary, prospective rotatees.
  - 8) Submitting a semi-annual Personnel Evaluation Report to the sponsoring Office on each rotation appointee from another Office.
  - 9) Recommending cancellation or continuance of rotation appointments.
  - 10) Ensuring that the rotatees detailed by their Office to another are not overlooked for warranted promotion.

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- 11) Ensuring that jobs of rotatees received by their Office are productive and commensurate with the purpose of the appointments.
- 12) Selecting Office employees for training and making the necessary arrangements with the Office of Training.
- d. Appoints supporting groups or Boards as appropriate for handling specialized functions, such as Promotion, Assignment, etc., drawing on its Office personnel as necessary.
- e. Review personnel evaluation reports prepared on all personnel of its Office except Assistant Directors and Deputy Assistant Directors.
- f. Make available on a regular basis to CIA Career Service Board the Office Board proceedings, actions and membership list.

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# Security Information

Approved For Release 2002/01/24 : CIA-RDP80-01826R000400100004-7  
PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by ADMINISTRATIVE OR PERSONNEL OFFICER

1. NAME (Last) (First) (Middle)			2. GRADE	3. POSITION TITLE
4. OFFICE	STAFF OR DIVISION	BRANCH	<input checked="" type="checkbox"/> DEPT'L <input type="checkbox"/> FIELD	IF FIELD, SPECIFY STATION
5. PERIOD COVERED BY REPORT From To		6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Special <input type="checkbox"/> Reassignment of Employee <input type="checkbox"/> Reassignment of Supervisor		

Items 7 through 10 will be completed by EMPLOYEE

7. List your major duties in approximate order of importance, with a brief description of each. Omit minor duties.

8. List courses of instruction completed during report period.

Name of Course	Location	Length of Course	Date Completed
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9. In what type of work are you primarily interested?

If different from your present job, explain your qualifications (aptitude, knowledge, skills).

10.

Date

Signature of Employee

ABC



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Items 11 through 17 will be completed by SUPERVISOR

11. In what respect is the employee's performance on present job most noticeably good or outstanding?
12. On what aspect of performance should the employee concentrate effort for self-improvement?
13. Are there other duties which better suit the employee's qualifications? (Recommend appropriate reassignment, if possible.)
14. In what specific ways, other than enumerated above, can the Agency make better use of the employee, taking into account the interests of the Agency as well as those of the employee?
15. What training do you recommend for the employee?
16. If employee's performance during report period has been unsatisfactory, there is attached copy of memorandum to the employee notifying him of his unsatisfactory performance.
17. This Personnel Evaluation Report has been discussed with the employee. Additional comments, including comment on Items 7, 8 and 9, are shown below under Item 19.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

18. I have reviewed the above report. (Comments, if any, are shown in Item 19.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Reviewing Official

19. Comments:

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SECRET